



## **POSITION ANNOUNCEMENT**

### **Development Student Worker**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

The Development office oversees fundraising for Mount Vernon Nazarene University. This includes fundraising for the MVNU Fund, scholarships, and special projects. The Development student worker will learn how a fundraising team functions, the behind the scenes of non-profit fundraising, to work as part of a team in a business office, and gain great experience for a future job.

The University seeks a 10 hour/week **Development Student Worker** for its Development Office. This position reports to John Mohnasky, the Director of Development, and is available during the academic year.

#### **Responsibilities for this position include:**

- Update constituent information in the Development system (Raiser's Edge NXT)
- Support Development and Alumni events
- Assist with general office work
- Write and mail first gift mailers
- Research prospect employment information via websites and Linked In
- Deliver daily check reports to Accounting
- Assist the post office with Development and Alumni mailings (folding, stuffing, etc.)
- Other duties as assigned

#### **Expectations for the successful candidate:**

- Christian statement of faith
- Ability to work 10 hours/week in at least 2 hour segments
- Personal commitment to Jesus Christ.
- Confidentiality regarding the personal information (giving information, contact info, etc.)
- Commitment to professional communication with internal and external constituents
- Commitment to agreed upon work hours.
- Interest in non-profit fundraising (preferred)
- Good handwriting (preferred)

#### **Organizational Expectations**

All employees must uphold Church of the Nazarene values, including prayerful dependence, humble posture, collaborative work, and a growth mindset. Characteristics such as cooperation, accepting direction, punctuality, and openness to feedback are essential.



